

CHANGE OF SCHEDULE and/or WITHDRAWAL FORM AND MANDATORY POLICIES

EFFECTIVE FEBRUARY 27, 2015

CHILDREN UNDER THE AGE OF 2:

- ** 30 DAY NOTIFICATION OF SCHEDULE CHANGE OR WITHDRAWAL
- ** PART TIME IS NOT AVAILABLE FOR CHILDREN UNDER THE AGE OF 2 1/2

CHILDREN 2 YEARS AND OLDER:

- ** 2 WEEK NOTIFICATION OF SCHEDULE CHANGE OR WITHDRAWAL
- ** CHILDREN 2 1/2 YEARS OF AGE AND IN THE CATERPILLAR ROOM: 3 DAY PART TIME MINIMUM
- ** CHILDREN 3 YEARS AND OLDER AND IN ONE OF THE CLASSROOMS IN THE BACK GREAT ROOM: 2 DAY PART TIME MINIMUM

CHANGE OF SCHEDULE

I wish to notify Child's Play of a change in schedule for (child/children's name) _____

The present schedule is as follows:

The new schedule is as follows:

This change is effective (Refer to Policy Above): _____

Today's date: _____ Parent's signature: _____

Today's date: _____ Administration Approval: _____

WITHDRAWAL

I wish to notify Child's Play that I intend to withdraw (child/children's name) _____
because _____
_____.

This change is effective (Refer to guidelines above): _____

Today's date: _____

Parent's signature: _____ Today's date: _____

Administration Approval: _____ Today's date: _____